



# PLAN CHECK REQUIREMENTS FOR SINGLE-FAMILY OR DUPLEX RESIDENTIAL PROJECTS (REMODELS AND ADDITIONS)

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The following is a comprehensive list of plans that may be required for building permit review (see reverse side for additional requirements). For specific requirements for a particular project, please contact the Building Division at the One-Stop Permit Center.

Depending on the type and scope of project, review and approval by the Planning Division may be required prior to submittal for building permits. Contact the Planning Division at the One-Stop Permit Center for more information.

- Second-story additions  
Submit digital files via the city online portal for a 21-day plan review (resubmittals reviews are 14 days): <https://sunnyvaleca-energovpub.tylerhost.net/apps/SelfService#/home>
- Interior remodels and single-story additions  
Submit digital files via the city online portal for a 21-day plan review (resubmittals reviews are 14 days): <https://sunnyvaleca-energovpub.tylerhost.net/apps/SelfService#/home>

For interior remodels and single-story projects 800 square feet or less, an in-person over-the-counter review can be provided at the One-Stop Permit Center. When applying in the online portal, please begin the project's description with "OTC". Appointments are required. To schedule an appointment email [pcappointment@sunnyvale.ca.gov](mailto:pcappointment@sunnyvale.ca.gov) and include the project number and attendee contact information.

Minimum size of plans shall be 18" x 24". Digital plans shall be formatted to meet this requirement when plotted.

## POSSIBLE PLANS REQUIRED:

- Project Information (project address, location map, scope of work, building type, occupancy classification, flood zone, square footage of existing and proposed)
- Site/Plot Plan (property lines, structures, distances between structures and setbacks to property lines)
- Use Permit/Special Development Permit Conditions, Variance, or Subdivision approval (on plan sheets)
- Floor Plan showing use of each new and existing room/area and proposed and existing walls (including for each unit of a duplex project)
- Electrical Plan
- Plumbing Fixture Plan
- Foundation Plan
- Roof Framing Plan
- Floor Framing Plan
- Cross Sections
- Structural Details (foundation, floor, walls, ceiling/roof, stair, handrails)
- Landscaping and/or Irrigation Details (including reclaimed water system)
- Grading Plan Including all Utilities (sewer, water, gas, storm drain)

- Architectural Elevations (including trash enclosure details)
- Title 24 Energy Forms (included on a plan sheet)
- City of Sunnyvale CALGreen Checklist (included on a plan sheet)
- Water efficient plumbing fixture upgrade (applies to new construction, additions, kitchen remodels, and bathroom remodels)

**Addition documents:**

- Structural Calculations
- Truss Calculations Floor/Roof
- PG&E Approval (for spas and pools)
- Green Halo Systems registration: [greenhalosystems.com](http://greenhalosystems.com)